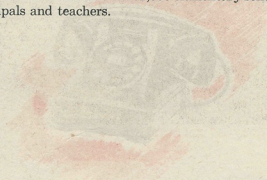




THE
TELEPHONE
and How We Use It



This booklet was prepared with the assistance of the Audio-Visual Materials Consultation Bureau, College of Education, Wayne University. The material is presented as recommended by the Bureau after consultation with more than 1,000 elementary school principals and teachers.



THE TELEPHONE

and How We Use It



BELL TELEPHONE SYSTEM

THE TELEPHONE AND ITS USES

The telephone was invented in 1876 by a young man named Alexander Graham Bell.

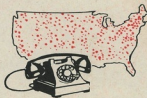


Mr. Bell and his first telephone.



Since then the number of telephones has grown and grown and today there are millions of telephones in America.

The United States has more telephones than all the rest of the world.



There are telephones everywhere. They make it easy to talk with people a long way off — or only across the street.



People use the telephone to make business calls.



They use it for talking with friends.



They use it to order things from the druggist, the grocer and the butcher.



They use it to reach a doctor quickly.



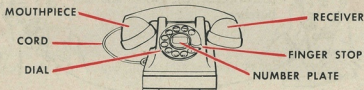
There are many other uses of the telephone.

KINDS OF TELEPHONES

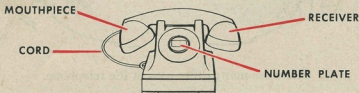
There are several kinds of telephones. Here are some common types:



In some places, the telephones have dials.



In other places, the telephones do not have dials.



HOW TO TALK ON THE TELEPHONE

When using the telephone, hold the receiver close to your ear. The receiver is the end without the cord.



Talk directly into the mouthpiece.
This way.



Not this way.



Not this way.

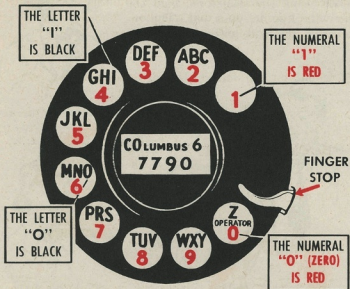
Speak in a natural, clear voice.

You do not have to shout. Speak as though the other person were in the same room.



HOW TO USE A DIAL TELEPHONE

This is what a telephone dial looks like.



In some places the dials have only numbers like this.



There are also some other types of dials, but all dials work the same way and are easy to use.

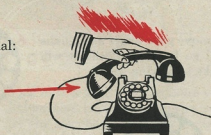
Now let's call John Smith, whose telephone number is COLUMBUS 6-7790.

Notice that the first two letters of COLUMBUS are in capitals. To call a number on a dial telephone you use only the letters in capitals, followed by the figures.

So when you call John on a dial telephone, you just dial C-O-6-7-7-9-0

Here is how you dial:

First, pick up the telephone.

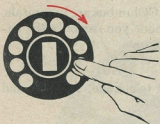


Hold the receiver to your ear.

Listen for the dial tone—a steady humming sound. If you dial before you hear it, you may get a wrong number or no number at all.



When you hear the dial tone, place your finger in the hole on the dial where "C" is seen.



Turn the dial to the right until your finger hits the finger stop.



Remove your finger and let the dial go back by itself. It will make a clicking sound.



Next, place your finger in the hole where the letter "O" is seen and turn the dial until your finger hits the finger stop.

Remove your finger and let the dial click back again.



Now dial the numbers 6-7-7-9-0 in the same way.

Of course, when a telephone number has no letters all you have to dial are the numbers.

When you finish dialing, wait a moment and you will hear a brrr — brrr — sound.

BRRR
BRRR



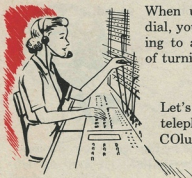
This means that the telephone you have called is ringing. Be sure and let the telephone ring long enough to give John time to answer



Then, as soon as John comes to the telephone, you can start talking with him.



HOW TO USE A TELEPHONE WITHOUT A DIAL



When using a telephone without a dial, you tell the number you are calling to a telephone operator, instead of turning a dial.

Let's call Jane Murray, whose telephone number is COLUMBUS 6-8722.

Here is the way to do it. Hold the receiver to your ear and you will hear the operator say, "Number, please."

"NUMBER
PLEASE"



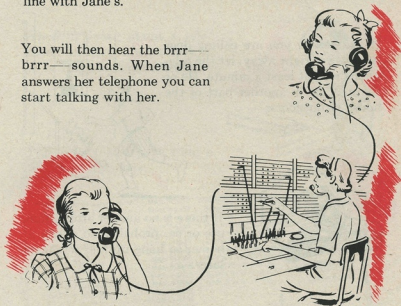
You then say, "Columbus 6-8722."



Notice that you say the whole word "Columbus," not just the first two letters "CO" which were used on the dial telephone.

At a switchboard, the operator connects your telephone line with Jane's.

You will then hear the brrr—
brrr—sounds. When Jane
answers her telephone you can
start talking with her.



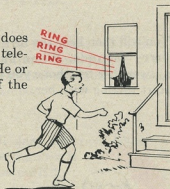
COIN TELEPHONES

Coin telephones are easy to use.
Simply follow the instructions
on the front of the telephone.



ALLOW TIME FOR ANSWERING

If the person you are calling does not answer right away, let the telephone ring at least a minute. He or she may be in another part of the house or outdoors.



If there is no answer after a minute or so, probably no one is at home; so hang up and try again later.

BUSY SIGNAL

When you are calling someone, you may hear a buzz-buzz-buzz sound.

This is the busy signal, which means that the line you are calling is being used.



When you hear this sound, hang up right away and wait for several minutes before calling again.

HOW TO USE THE TELEPHONE BOOK

When in doubt about a telephone number, always look it up in the telephone directory.



This is part of a page from a telephone directory.

↓

Henry Moe 61Wm	MAin 9-5231	Hunziker Carl F 21Adams	Adams 8-9131
Hersh H M 11 E Elm	MAin 9-2337	Hungerford T R 4Bay	MAin 9-2197
Hertz G S 22High	Adams 8-4291	Hunt Charles P 41WillsRd	South 9-7665
Hess Tom 9Cedar	South 9-6366	Hunter Walter I 21High	Lincoln 8-5216
Hibbs Market 4Ash	Adams 8-6212	Huss Jacob A 2 W Elm	MAin 9-0557
Hibbs T F 88LynnAv	Adams 8-7119	Hutchins Chas A 31Cort	Adams 8-1441
Hill Ann 10Ash	Adams 8-8146	Hutchins Paint Co 6Main	Adams 8-2518
Hill E G 82WillsRd	MAin 9-7246	Hutchins Samuel 14 E Elm	Lincoln 8-2165
Hill Jos 4Peach	MAin 9-8898	Hutter Roy A 9 W Jay	South 9-4995
Hill J W 14Elm	MAin 9-6321	Hutton Helen S 4High	MAin 9-7110
Hines E C 40Main	MAin 9-9564	Hyde John G 15Cedar	Lincoln 8-3388
Hirsh A R 6WillsRd	MAin 9-8132		
Hix John 20Ash	Adams 8-9146		
Hobbs T A 18Bay	MAin 9-6225		
Hobby Lee 9Ash	Adams 8-6335	Ibsen Eric A 29Cedar	MAin 9-3003
Hodge C T 18 W Elm	MAin 9-7132	Ingersoll SE 31Bay	Adams 8-4822
Hoff W A 70Cort	Adams 8-8576	Ingram Tire Co 35Main	South 9-7783
Hogan's Market 16 E Jay	MAin 9-9118	Ingram Bernard 75Ward	Adams 8-6113
Holly B T 94High	Adams 8-7738	Inman Oliver 23Adams	South 9-4661
Holm M C 11Main	MAin 9-6936	Inman Oliver 23Adams	South 9-7557
Holt Roy 16Ward	MAin 9-8213	Irving David A 65High	MAin 9-8155
Hood E M 40Cedar	South 9-9773	Irving Margaret 42Adams	Adams 8-0856
Hook M M 11 E Ohio	Lincoln 8-6189	Isaacs Fred M 21Cort	MAin 9-7998
Hope B H 55Bay	Lincoln 8-5240	Ivers Mathew F 94Cedar	MAin 9-8113
Horn Chas 97Adams	Adams 8-7031	Ives B 47High	MAin 9-8233

Notice that each person is listed with his last name first. Following his name are his address and telephone number, like this.

Hill J W 14Elm -----MAin 9-6321

The yellow pages of the directory, where business people are listed by the kinds of business they are in, are also helpful in finding telephone numbers.

Suppose you want to telephone a bicycle shop but you do not know the name of one. You will find the address and telephone number of a shop under "Bicycles" in the yellow pages.

60
Bicycles

Bicycles.
AMERICAN BICYCLE SHOP
 EST. 1917
 Bicycles Repaired
 Bought, Sold, Exchanged
 Commercial Bicycles Rented
 BABY CARRIAGES REPAIRED
 17 Prospect ADams 8-9131

Arnold's Bike Store 78 King MAIn 9-2197
ARROW BICYCLE REPAIRS 47 Main SOutH 9-7665

ASBURY CYCLE CENTER INC.
 IMPORTED BRITISH BICYCLES
 B.S.A. - Sunbeam - New Hudson
 22 Elm LIncoln 8-5216

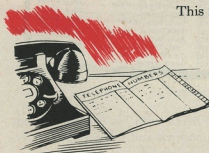
Bicycles. (cont'd)
BETTER CYCLE WORKS
 Repairing, Renting, Buying, Selling, MAIn 9
 Exchanging 55 Oakland av. ADams 8
 Bicycle Exchange 95 Westover SOutH 9
 Bill's Bicycles 132 Main

CHAMBERS AL.
 American & English Bicycles Sold
 Velocipedes Sold and Repaired
 Repair Work Called For and Delivered
 364 E Thomas MAIn 9-7

Dandee Bicycle & Radio Exch 59 Main ADams
 Eastern Bicycle Sales & Service 759 Center SOutH

FRANK'S CYCLE & TOY CO.
BICYCLES
 DOMESTIC and IMPORT
 • BOUGHT
 • SOLD
 • RENTED
 • REPAIRED
 Large Selection of Toys

This is part of a "yellow page."



TELEPHONE LIST

There are certain numbers which we call quite often, such as those of our friends and relatives. Also, there are numbers we should call in cases of emergency, such as those of our doctor, the drug store, the police and fire departments. It is helpful to keep a list of these numbers near the telephone so that we can look them up quickly and easily before calling. On page 24 you will find a form on which to make up a sample list of such numbers.

HOW TO GET HELP IN MAKING CALLS

CALLS TO INFORMATION



If you have looked in the directory and cannot find the number of the person you want to call, you can get his number from the "information" operator.

If your telephone has a dial, the number to dial to reach the information operator is listed in the front part of the directory. If your telephone does not have a dial, ask the operator for "information."

OTHER ASSISTANCE

If you need any other kind of help in making a call, ask the operator. On a dial telephone, she can be reached by dialing the number "0". Of course, when a telephone has no dial, the operator answers when you pick up the telephone.



EMERGENCY CALLS

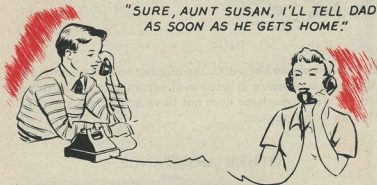
If you need help in case of an emergency, call the operator. She will be glad to help you. When making an emergency call, be sure to give the address where help is needed. Be calm and talk slowly so you can be understood.

TELEPHONE MANNERS

When you telephone, the other person cannot see you. He judges you by your voice.

Be natural and polite when using the telephone and you will make a good impression.

*"SURE, AUNT SUSAN, I'LL TELL DAD
AS SOON AS HE GETS HOME."*



If you call the wrong number, apologize to the person who answers.

*"I'M SORRY, I MUST HAVE
THE WRONG NUMBER -"*



Be polite if someone calls your number by mistake.

"OH, THAT'S ALL RIGHT."



If you answer a call for some other member of your family, say, "Just a minute please," or use a similar polite expression. If the person called is not home, offer to be of help.

*"MARY ISN'T HOME -
MAY I TAKE THE MESSAGE?"*



If it takes a little time for the person called to reach the telephone, go back to the telephone and explain.



*"DAD IS OUT IN THE GARDEN -
HE'LL BE RIGHT IN -"*

After finishing a call hang up the telephone carefully to avoid an unpleasant banging noise in the other person's ear.



Also, be sure that it is firmly in place. If one end of it is held up by a book or other object, no one will be able to call you.

BE A GOOD TELEPHONE NEIGHBOR

Homes which have party line service share the use of the same telephone line with one or more other families.



If your telephone is on a party line, here are some hints on how to use it the best way.

Be a good neighbor on your party line. Good neighbors are always ready to let others share the line.



A good neighbor hangs up quietly right away when he picks up the telephone and hears someone else on the line talking.

A good neighbor also hangs up promptly when someone else on the line needs to make a call.

**"MAY I HAVE THE LINE PLEASE?
I WANT TO CALL A DOCTOR- "**



When making several calls in a row, good neighbors wait in between them in case someone else on the party line wishes to make a call.



Remember, the telephone you *call* may be on a party line even if yours is not, so *always* be a good telephone neighbor.

The telephone is an important and useful tool of every-day life in America. If you use it correctly it will serve you well.

SUGGESTED ACTIVITIES

USE OF THE TELEPHONE

1. For what purposes have you used the telephone? What uses do other members of your family make of the telephone?
2. What is meant by "emergency call?" On page 3 a man is shown calling a doctor in an emergency. How many other emergency uses of the telephone can you name?

USING THE TELEPHONE DIRECTORY

1. On page 13 a part of a telephone book is printed. Find and write down the telephone numbers of the following:
 - a. Tom Hess
 - b. John Hix
 - c. Hogan's Market
 - d. Helen S. Hutton
 - e. Ingram Tire Co.

How would you dial each of these numbers? If you didn't have a dial telephone, how would you say these numbers to the operator?

2. Write the telephone numbers of the following. If you are not sure of the numbers, look them up in your local telephone book.
 - a. Your family doctor
 - b. Your father's place of work
 - c. The Police Department
 - d. Your family dentist
 - e. One of your friends

3. From the yellow pages of your telephone book find and write down the telephone numbers for the following:
 - a. A flower shop
 - b. A shoe store
 - c. A plumber
 - d. A bicycle repair shop
 - e. A bakery
4. On the special form on page 24 make a personal telephone list. Write down, in alphabetical order, the names of some of your friends and their telephone numbers. Also list the telephone numbers of places and persons you may want to call some time, such as your family doctor, your father's place of work, and your school.

MAKING A TELEPHONE CALL

1. If there are dial telephones where you live use the practice telephones to dial the following numbers:

a. GARfield 9-6213	d. JOrdan 8-7062
b. CApitol 7-8428	e. MElrose 9-6927
c. HIckory 6-9175	f. SPring 7-9064
2. If there are no dial telephones where you live, how would you ask the operator to get you the following numbers:

a. MOOnroe 9-8105	d. ATlantic 8-9682
b. SEneca 7-9325	e. EMerson 9-6558
c. WALnut 6-7423	f. DIckens 7-8328
3. If you were alone and wanted help, what would you tell the operator in the following cases:
 - a. The house next door is on fire.
 - b. A strange man is trying to open a window in your

- neighbor's house and you know no one is home.
- c. You are alone with a younger brother and he burns himself badly.
 - d. There is a bad accident on the street outside of your house.
4. List all the things that you would be sure to do right in calling a person so that you would not get a wrong number. If you should ever get a wrong number, what would you say?
 5. If you were in another part of town and wanted to call your mother from a drug store and tell her you'd be late coming home, could you use a coin telephone? Tell your classmates just how you use a coin telephone.

USING A PARTY LINE

1. Write your rules for using a party line telephone so that all people will be served best.
2. If you are on a party line, what would you say and do in the following cases?
 - a. You are talking with a friend and some other person on the line says that she wants to call a doctor.
 - b. After you have been talking for some time you hear another person on the line pick up his telephone and then replace it.
 - c. Others are talking on the line and you want to make an emergency call.
 - d. You lift the receiver and hear others talking.

USING THE PRACTICE TELEPHONES

1. Call a drugstore near your home and ask them to deliver some medicine.
2. Telephone a theatre in town for information about the time a certain picture starts.
3. Call your dentist for an appointment.

4. Report a fire in the garage next door to your house.
5. Order meat from the butcher.
6. Call the cleaner and ask when the coat you are having cleaned will be delivered.
7. Call a friend to go to a show with you.
8. Call the telephone company. Ask for "Repair Service" and report that a branch of a tree in your yard rubs against the telephone wire.
9. Call the mother of a sick friend and ask how he is feeling.
10. Call the Information Operator and ask for a number that you cannot find in the telephone book.
11. Call the railroad station and ask when a certain train leaves.

TAKING CALLS FOR OTHERS

1. If you were alone at home, what would you say in the following cases:
 - a. Mrs. Brown calls and asks if she may speak to your mother.
 - b. Some one calls and asks for a person who does not live at your house.
 - c. Mr. Smith calls and asks to have your father call back.
 - d. A friend of your mother calls and wants to leave a message.

OTHER ACTIVITIES

1. It is nice to have handy everything you might need while telephoning. Set up a table in your classroom with the necessary items.
2. Read about the work of Alexander Graham Bell and report to the class on how he worked to invent the telephone.
3. Write a playlet on using the telephone correctly. Act out your play with the help of your classmates.

PERSONAL TELEPHONE LIST

OF

[illegible]